

CM/ECF CIVIL NOTICE OF APPEAL ATTORNEY TRAINING

Docketing a Notice of Appeal

1. Log in to CM/ECF. Locate the **CM/ECF Main Menu Bar** at the top of the screen. Click on the **Civil** option on the **CM/ECF Main Menu Bar** (see Figure 1).

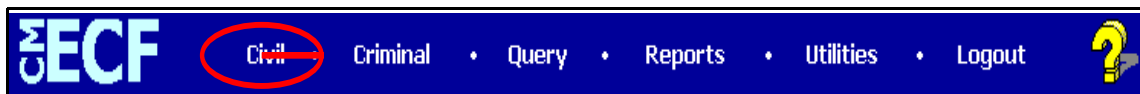


Figure 1 - CM/ECF Main Menu bar

2. The system will display the **Civil Events** screen. Click on **Appeal Documents** in the Other Filings section (see Figure 2).



Figure 2 - Civil Events screen

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3. The system will display the **Appeal Documents** selection screen (see Figure 3).



Figure 3 - Appeal Documents screen

- a. Click the down-arrow at the right of the purple area, and the system will display a drop-down menu. The system will display a list of various types of appeal documents. Move your mouse down the list to select **Notice of Appeal** from the list. Click on the words **Notice of Appeal**. (see Figure 3a).

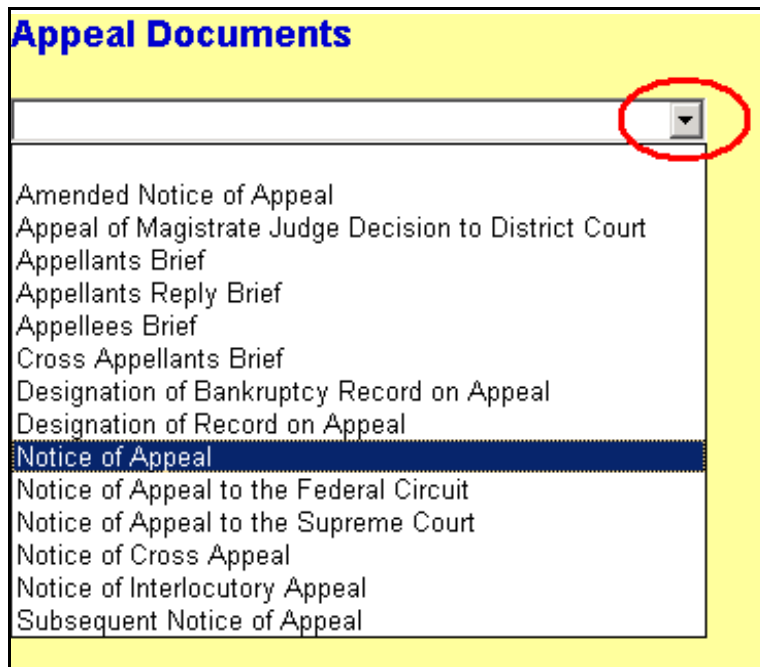


Figure 3a - Appeal Documents drop-down menu

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- b. Once the **Notice of Appeal** event appears in the purple area next to the down-arrow (see Figure 3b), click the **[Next]** button to continue.

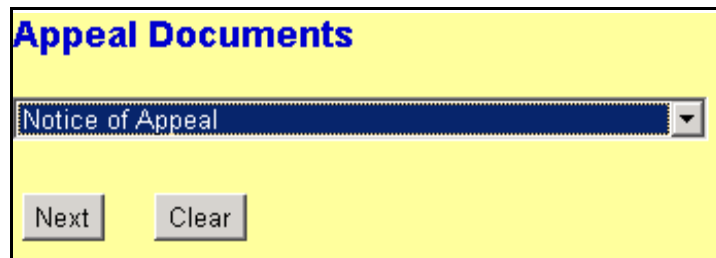


Figure 3b - Notice of Appeal selected

4. The system will display the **Case Number** screen. Enter the case number in the **Case Number** box, using one of the formats displayed. For example: **99-12345**, **1:99-cv-12345**, **1-99-cv-12345**, **99cv12345** or **1:99cv12345**. Click the **[Next]** button to continue (see Figure 4).

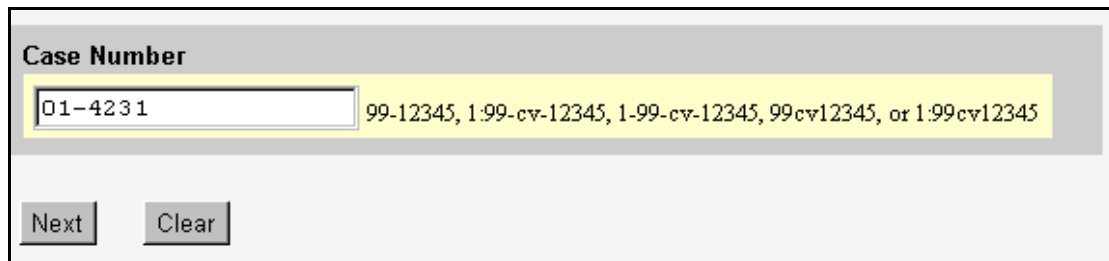


Figure 4 - Case Number screen

- a. If the case number entered is **not** a valid case number, the system will display the following message:

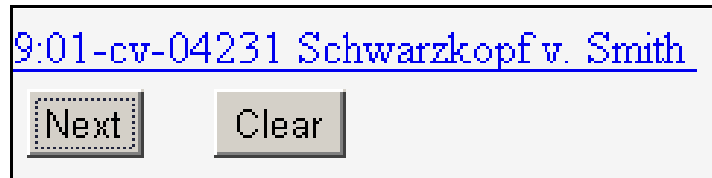
1:yy-cv-nnnnn is not a valid case. Please enter a valid value.

Click the **[Back]** button. The system will return you to the **Case Number** screen. Enter a valid case number, using one of the formats outlined in Step 4.

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5. The system will display the **Case Number Verification** screen (see Figure 5). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.



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Next Clear

Figure 5 - Case Number Verification screen

- a. If this is the correct case, click the **[Next]** button.
- b. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 and 5.
6. The system **may** display the following message:

WARNING!
YOU MAY BE DOCKETING THE WRONG EVENT.

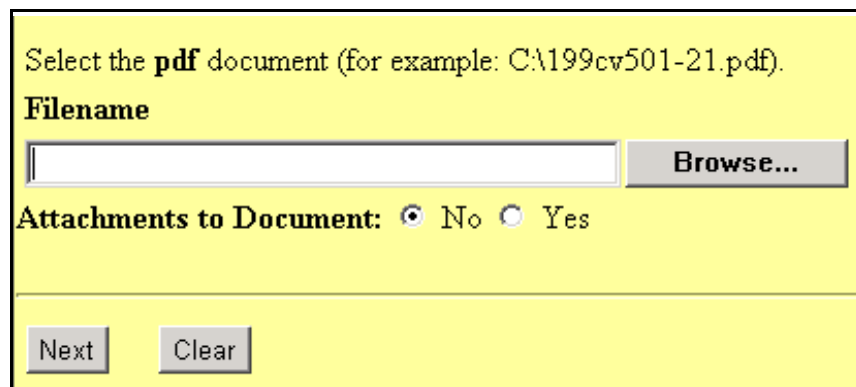
If this Notice of Appeal is from an Order that is not the final ruling on the entire case, then docket *Notice of Interlocutory Appeal* event.

- a. **Read this message carefully!** If this **not** the correct notice of appeal event that you should be docketing, then return to the **Appeal Documents** selection screen (Step 3). Select the **Notice of Interlocutory Appeal** and repeat Steps 3 through 6.
- b. If this is the correct notice of appeal event, then click the **[Next]** button to continue.

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7. The system will display the **pdf document** screen. The **pdf document** screen is used to associate a PDF file/document with the docket entry being docketed (see Figure 7).

The screenshot shows a web form titled "Select the pdf document (for example: C:\199cv501-21.pdf)". Below the title is a label "Filename" followed by a text input field and a "Browse..." button. Underneath is the label "Attachments to Document:" followed by two radio buttons, "No" (which is selected) and "Yes". At the bottom of the form are two buttons: "Next" and "Clear".

Select the **pdf** document (for example: C:\199cv501-21.pdf).

Filename

Browse...

Attachments to Document: ☒ No ☐ Yes

Next **Clear**

Figure 7 - PDF Document Screen

- a. To associate a PDF Document with this docket entry, and if the PDF Document has any attachments, click the [**Browse...**] button and refer to the **Procedures For Uploading a PDF Document and Attaching an Attachment in CM/ECF**. After attaching the PDF Document, click the [**Next**] button to continue.
8. The system will display the **Party Selection** screen (see Figure 8).

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The screenshot shows a web interface for selecting a filer. At the top, it says "Select the filer." Below this is a section titled "Select the Party:". Inside this section is a list box containing two entries: "Elisabeth Schwarzkopf [Plaintiff]" and "Joe Smith [Defendant]". To the right of the list box is a blue hyperlink that says "Add/Create New Party". At the bottom of the form are two buttons: "Next" and "Clear".

Figure 8 - Party Selection screen

- a. A list of the parties in the case will be displayed for you to select the party(ies) who is filing the notice of appeal. To select the party(ies) who is filing the notice of appeal, click on that party's name to highlight it, then click the **[Next]** button.

NOTE: If the notice of appeal is being filed by more than one party, click on the first party to highlight it, find the second party in the list, then hold down the Control <Ctrl> key on your keyboard while you click on the second party's name to highlight it. Repeat this process until all the parties who are filing the notice of appeal are selected.

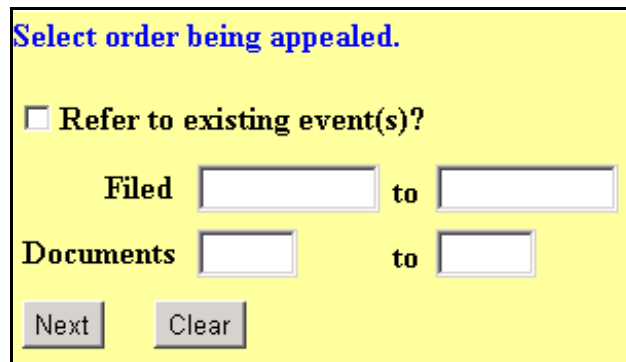
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9. The system will display the **Refer to existing event(s)?** screen (see Figure 9). The **Refer to existing event(s)?** screen is used to link the document currently being docketed to a previously filed document. On the **Refer to existing event(s)?** screen will be displayed the following message **Select order being appealed.**



Select order being appealed.

☐ Refer to existing event(s)?

Filed to

Documents to

Next Clear

Figure 9 - Refer To Existing Events screen

- a. If there is a order to link to the notice of appeal, then click on the check box next to the **Refer to existing event(s)?** prompt. Click the **[Next]** button and proceed to Step 10.

NOTE: You can limit the documents displayed by entering beginning and/or ending date(s) in the **Filed** date range fields, or by entering starting and/or ending number(s) in the **Documents** number range fields. The order linked to the notice of appeal will then appear in the docket text.

- a. If there is no order to link to the notice of appeal, then leave the check box next to the **Refer to existing event(s)?** prompt blank. Click the **[Next]** button and proceed to Step 11.

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10. The system will display the **Document Selection** screen (see Figure 10).
 1. A list of all the orders and judgments in the case will be displayed. To select the order or judgment to which this notice of appeal relates, click in the

☐ 10/29/2001 4 ORDER REFERRING MOTION to Magistrate Judge David Mann: MOTION to Compel, MOTION to Continue filed by Elisabeth Schwarzkopf. Signed by Judge Roy Bean on 10/29/01. (Ledford, Kerry) (Entered: 10/30/2001)

☐ 10/30/2001 5 ORDER granting 3 Motion to Compel, granting 3 Motion to Continue. Signed by Judge Roy Bean on 10/30/01. (Ledford, Kerry)

☐ 10/29/2001 6 JUDGMENT in favor of the plaintiff against the defendant. Signed by Judge Roy Bean on 10/29/01. (Ledford, Kerry) (Entered: 10/31/2001)

Figure 10 - Orders/judgments selection screen

check box at the far left of the order or judgment, if it has not already been checked. When you have checked the correct order or judgment, click the **[Next]** button to continue.

NOTE: If the document number of the order or judgment is underlined and highlighted in blue, it means that there is a pdf document associated with that document. To view the pdf document associated with that document, click on the document number nn. The system will then take you to the **PACER Login** screen. Enter your **PACER Login** and **Password**. View the document. To return to the **Document Selection** screen, Log out of PACER.

11. The system will display the **Receipt # :** and **Fee : \$** screen (see Figure 11).

Receipt #: Fee: \$

Figure 11 - Receipt # / Filing Fee screen

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In the **Receipt # :** box, enter the receipt number listed on the Cashier's receipt located at the top right hand corner next to the letter E. In the **Fee : \$** box, the fee amount will automatically appear in the sum of **105.00**, *excluding the dollar sign*. Click the **[Next]** button to continue.

NOTE: There may be some instances where there isn't a Cashier's receipt.

1. The plaintiff is either the U.S.A. (United States of America), a Federal Agency or a Seaman.
2. An I.F.P Endorsement or Declaration in Support of I.F.P. was submitted along with the initiating document.

In these instances, the **Receipt # :** box and **Fee : \$** box should be left blank. Click the **[Next]** button to continue.

12. The system will display the following screen and prompt the user to **Enter the Names of the Attorney(s) of Record served** screen (see Figure 11).

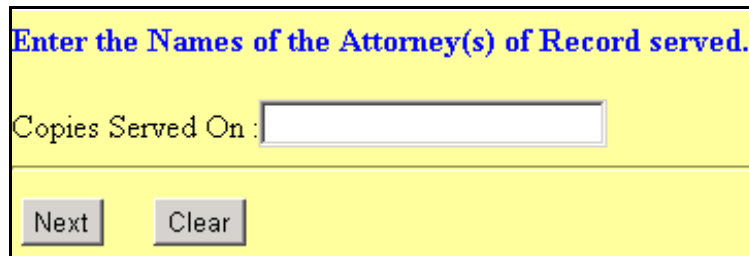


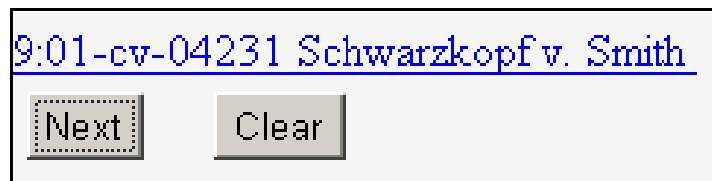
Figure 11 - Names of Attorney(s) of Record served screen

Enter the **Names of the attorney(s) of record** whom copies of the Notice of appeal were served upon in the box next to the **Copies Served On:** prompt. Click the **[Next]** button to continue.

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13. The system will display the **Case Number Verification** screen again (see Figure 5). The purpose of the **Case Number Verification** screen is for you to verify the case number entered in Step 4.



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Next Clear

Figure 13 - Case Number Verification screen

1. If this is the correct case, click the **[Next]** button.
 2. If this is **not** the correct case, you **must** return to the **Case Number** screen in Step 4. To return to the **Case Number** screen, click the **Back** button of your browser until you reach the **Case Number** screen (see Figure 4 in Step 4). Once you reach the **Case Number** screen, repeat Steps 4 through 12.
14. The system will display the **Docket Text: Final Text** screen. The docket text will be displayed. The system will display the following message:

Attention!! Pressing the NEXT button on this screen commits this transaction. You will have no further opportunity to modify this transaction if you continue.

NOTE: CHECK THE DOCKET TEXT CAREFULLY HERE. THIS IS THE LAST CHANCE FOR YOU TO GO BACK AND CORRECT ANY ERRORS IN THE TRANSACTION OR TO LEAVE THE TRANSACTION AND START OVER BY CLICKING THE CIVIL OPTION ON THE CM/ECF MAIN MENU BAR.

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When you click the [**Next**] button on this screen, you are submitting this transaction to the CM/ECF database. If there is a mistake in the transaction, you will **not** be able to click the **Back** button of your browser to make any corrections.

If you are completely satisfied with the transaction, click the [**Next**] button to complete the docketing of this transaction.

15. The system will display the **Notice of Electronic Filing** screen (see Figure 15). The **Notice of Electronic Filing** screen is the verification that the filing has been sent electronically to the court's database. It certifies that this is now an official court document.
 - a. To print a copy of this notice, click the browser **Print** icon.
 - b. To save a copy of this receipt, click the **File** option on the browser menu.

NOTE: When you arrive at the **Notice of Electronic Filing** screen, you are finished with the filing/docketing of your transaction. You can select a choice from the **CM/ECF Main Menu Bar** at the top of the screen. For example, you can click on **Civil** or **Criminal** to file/docket another transaction.

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Notice of Electronic Filing

The following transaction was received from Leslie LeFord on 10/29/2001 at 2:42 PM CST

Case Name: Schwarzkopf v. Smith

Case Number: [0-01-04231-RB](#)

Document Number: [19](#)

Docket Text:

MOTION to Continue by Joe Smith. (Ledford, Kerry)

The following document(s) are associated with this transaction:

Document description:Main Document

Original filename:R:/TRAINING/ECF/Docs_PDF/ECFdocs/Motion.PDF

Electronic document Stamp:

[STAMP dcstdStamp_ID=981407491 [Date=10/29/2001] [FileNumber=50855-0]
[3f9f4f49836ae59be00306477b777c2dbc6dc6f8b64b9530ad63962089ccd394dc735
12a16b3c4e11ef754e17e46a53ccdc5d5eb14d5f549179dbc3da4ad03a7]]

0-01-04231-RB Notice will be electronically mailed to:

0-01-04231-RB Notice will not be electronically mailed to:

Dale P. Jones
Jones and Associates
129 Main Street
San Antonio, TX 78209

Leslie LeFord
Courthouse Steps
271 Main Plaza
San Antonio, TX 78201

Figure 15 - Notice of Electronic Filing screen